

# e-PDS

**Log in: Go to START button**

**Choose All Programs**

**Choose Accessories**

**Choose Remote Desktop Connection**

**Put in Tribune.e-pds.net**

**Select connect**

**Your DR will create a shortcut on your desktop for this application.**

**Your District Route Name is \_\_\_\_\_**

**Your Log in is Trib-Contractor\_\_\_\_\_**

**Your Password is tribdist## (all lower case)\_\_\_\_\_**



**Click on your District TREE icon, , after logging in.**

## Main Menu of e-PDS

**Publications** – For administrative updates only

**Locations** - Route order updates and outlet updates

**Routes** – Enter return data on specific days assigned

**\*\*\*NOTE** – Be sure to close all pages open before exiting and log out of program when finished working. It is very important that you log out from the start button. You will not be able to access any programs on your computer while you are working in this program.



**Print your district route list:**

Go into **ROUTES** on the main menu. Place the curser in your district field and press the turquoise book button.

DIST	Route Name	Driver
719	04	WAUKEGAN
724	26	SUGAR GROVE
1023	05	KENOSHA
1642	04	ELGIN
1644	05	ELGIN
1750	03	PLAINFIELD
3372	03	ST. CHARLES
4000	TCWomen	NA
4001	Route 01	ANTHONY WALKER
4002	Route 02	ANTONIO GALACIA
4003	Route 03	JOHN CAMPBELL
4004	Route 04	open route
4005	Route 05	DANIEL HENDRYCH
4006	Route 06	DEBBY REIMER
4007	Route 07	DON MELTON
4008	Route 08	DON SALA
4009	Route 09	ELIZABETH WILLIAMS
4010	Route 10	DONALD GIBBS

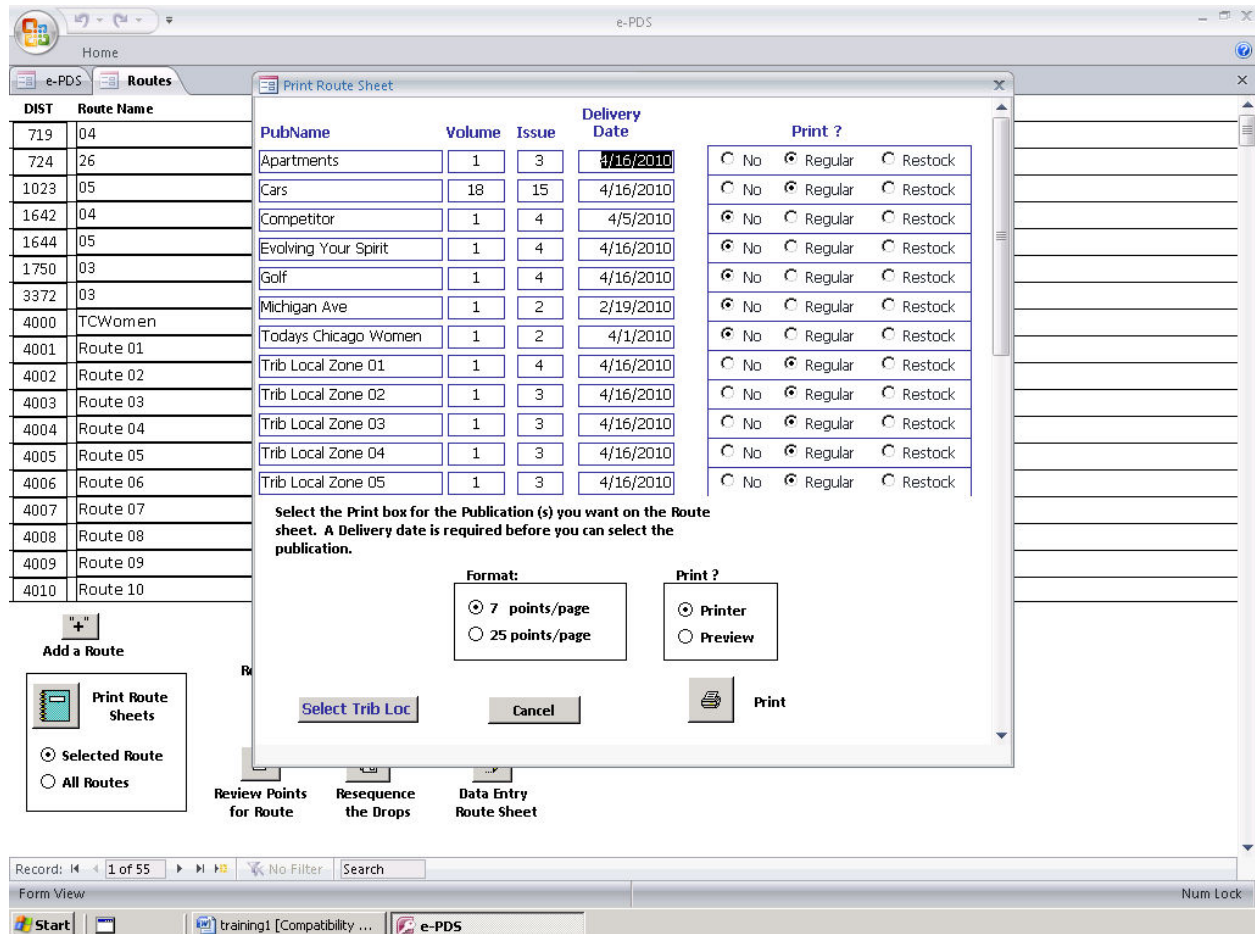
Add a Route
 Remove a Route
 Export a Route

Print Route Sheets  
☒ Selected Route  
☐ All Routes

Review Points for Route
 Resequence the Drops
 Data Entry Route Sheet

Record: 14 of 55 | Form View | Num Lock

Follow the instructions by clicking **Regular** for the publication needed for the current delivery. To choose all Trib Local editions in your area, you can press **Select Trib Loc.**



Press print. This will send the job to the default printer set up on your computer.

**Be sure to set up your printer with e-PDS prior to your first print job.**

## **To change route sequence order, follow the steps below:**

From the main menu go to **Locations-Active**

- You should click the Blue up arrow to Sort all routes by stop
- Put the curser in the route field and click the binoculars
- Put in your District Number

- This will allow you to change the stop number, by using decimals e.g., 3.5 would place the location between stop 2 and stop 3, which will re-sequence the order
- It is very important that you do not change or alter the route number. The draws are manifested through this field.

Home

e-PDS Point Details Points

Show Point details Refresh Find Point ID:

Point ID	Name	Address	City	Route	Stop
1	America's Grocery	445 S. ADDISON RD.	ADDISON	4026	1
2	AMOCO	2 W. LAKE ST	ADDISON	4026	2
3	AMOCO	21W102 RT. 53 & LAKE ST.	ADDISON	4026	3
4	ANTONJITOS MEXICANOS	617 W. LAKE ST.	ADDISON	4026	4
5	AURILEO'S PIZZA	1455 W. LAKE ST.	ADDISON	4026	5
6	BILLY'S DOGS	52 S. ADDISON RD. & FACTORY	ADDISON	4026	6
7	CAPUTO'S MARKET	588 W. LAKE	ADDISON	4026	7
8	CAR QUEST AUTO PARTS	679 ADDISON RD.	ADDISON	4026	8
9	CITGO GAS	17W532 LAKE ST	ADDISON	4026	9
11	COIN LAUNDRY	524 W. LAKE ST.	ADDISON	4026	10
12	COIN LAUNDRY	30 E. LAKE ST.	ADDISON	4026	11
13	DUNKIN DONUTS	RT. 53 & LAKE ST.	ADDISON	4026	12
14	EL BURITO TAPATIO	606 W. LAKE ST.	ADDISON	4026	13
15	FRANKY'S RESTAURANT	1250 W. LAKE ST.	ADDISON	4026	14
16	GOOD LUCK CHOP SUEY	615 W. LAKE ST.	ADDISON	4026	15
17	GREEN MEADOW CURRENCY EX	507 W. LAKE & MILL	ADDISON	4026	16
18	IHOP	1671 W. LAKE ST.	ADDISON	4026	17
19	JOHN'S PIZZA	100 E. LAKE ST.	ADDISON	4026	18
20	KEN'S WORLD OF VIDEO	333 N. ADDISON	ADDISON	4026	19
21	LA PLACITA RESTAURNAT	392 W. LAKE ST.	ADDISON	4026	20
22	LAUNDRYMAT	511 N. ADDISON	ADDISON	4026	21

+ Another View of All Points Inactivate Export

Record: 1 Filtered Search

Form View Num Lock Filtered

Start e-PDS training [Compatibility M...]

Be sure to close out any tabs you are in before moving on.

### For address corrections and outlet updates:

- From the main menu go to **Locations-Active**
- Under the points details tab - put in the point number of the outlet in **Find Point box** and **press down the enter key**. Be sure to verify the outlet before making any changes.

You may also add a drop, remove a drop or inactivate an outlet in this screen. Notify your district representative of any changes.

e-PDS

Home

e-PDS Point Details Points

Route / Stop  Inactivate Find Point:

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Point ID  Contact Name

Name  Phone

Address  Fax  OUT #

Address 2  Cate ID

City  Market ID  TurnAround? ☐

State  Comments

Zip

Public ation	Rack Type	Pocket ID	Drop Location	Delivery Date	Delivery		Restocking Info				
					Rec	Act	Last	Times	Total	Recomd	
Apts	NA		EXIST	4/1/2010	5	5	0	0	0	5	1
Cars	NA		EXIST	4/8/2010	4	4	0	0	0	0	1

Add a Drop  Remove a Drop

Record: 1 of 1 Filtered Search

Form View Num Lock

Start e-PDS

Be sure to close out any tabs you are in before moving on.

To enter returns go to **Routes** in the main menu:

- Put the cursor in your district column
- Click on **Data Entry Route Sheet** button located on bottom right

Home

e-PDS Routes

ID	Route Name	Driver
1023	15	NA
4099	Michigan Ave	NA
4001	Route 01	ANTHONY WALKER
4002	Route 02	ANTONIO GALACIA
4003	Route 03	JOHN CAMPBELL
4004	Route 04	open route
4005	Route 05	DANIEL HENDRYCH
4006	Route 06	DEBBY REIMER
4007	Route 07	DON MELTON
4008	Route 08	DON SALA
4009	Route 09	ELIZABETH WILLIAMS
4010	Route 10	DONALD GIBBS
4011	Route 11	GUS HARITOS
4012	Route 12	DANIEL HENDRYCH
4013	Route 13	HERSHYL EDWARDS
4014	Route 14	LEILA LANFORD
4015	Route 15	JAMES COLLINS
4017	Route 17	JOE ROTH

Add a Route
 Remove a Route
 Export a Route

Print Route Sheets

☒ Selected Route  
☐ All Routes

Review Points for Route
 Resequence the Drops
 Data Entry Route Sheet

Record: 1 of 49 No Filter Search

Form View Num Lock

Start e-PDS

Return entry cont:

- The **Data Entry for Route Sheet** box will appear
- Check the box for the publications that need returns keyed and press process

The screenshot shows the e-PDS software interface. The main window is titled 'e-PDS' and 'Routes'. It contains a table with columns 'ID', 'Route Name', and 'Driver'. Below the table are several buttons: 'Add a Route', 'Remove a Route', 'Print Route Sheets', 'Selected Route', 'All Routes', 'Review Points for Route', 'Resequence the Drops', and 'Data Entry Route Sheet'. A 'Data Entry for Route Sheet' dialog box is open, showing a table with columns 'PubName' and 'Date entry ?'. The dialog box has 'Cancel', 'Select Trib Loc', and 'Process' buttons at the bottom.

ID	Route Name	Driver
1750	03	PLAINFIELD
3372	03	ST. CHARLES
1642	04	ELGIN
719	04	ANTHONY V
1644	05	ELGIN
1023	05	KENOSHA
724	26	SUGAR GRO
4099	Michigan Ave	NA
4001	Route 01	ANTHONY V
4002	Route 02	ANTONIO G
4003	Route 03	JOHN CAMP
4004	Route 04	open route
4005	Route 05	DANIEL HEN
4006	Route 06	DEBBY REIM
4007	Route 07	DON MELTO
4008	Route 08	DON SALA
4009	Route 09	ELIZABETH V
4010	Route 10	DONALD GI

PubName	Date entry ?
Apartments	<input type="checkbox"/>
Cars	<input type="checkbox"/>
Today's Chicago Women	<input type="checkbox"/>
Michigan Ave	<input type="checkbox"/>
Trib Local Zone 01	<input type="checkbox"/>
Trib Local Zone 02	<input type="checkbox"/>
Trib Local Zone 03	<input type="checkbox"/>
Trib Local Zone 04	<input type="checkbox"/>
Trib Local Zone 05	<input type="checkbox"/>
Trib Local Zone 06	<input type="checkbox"/>
Trib Local Zone 07	<input type="checkbox"/>
Trib Local Zone 08	<input type="checkbox"/>
Trib Local Zone 09	<input type="checkbox"/>
Trib Local Zone 10	<input type="checkbox"/>
Trib Local Zone 11	<input type="checkbox"/>
Trib Local Zone 12	<input type="checkbox"/>
Trib Local Zone 13	<input type="checkbox"/>
Trib Local Zone 14	<input type="checkbox"/>

Return entry cont:

- Put the cursor in the blue Act: column
- Enter F2 if there are 0 returns and the net sale will be computed
- Enter F4 and the cursor will move to the pickup column and you can enter the return number
  - Then press down on the enter key 3 times to get to the next location
- The restock field is copies that are in addition to the original (Rec) draw order – you will not need to put anything in this field



Home

Enter Drop Data

Show Unposted Drops

Route Data Entry

Restock ONLY

for Route: 03

Stop	Poin#	Pub	Rec:	Act:	Pickup:	Restock:	Times:	Tot Rest:	Recomm d Restock:
1	414	Apts	5	-1	0	0	2		5
1	414	Cars	15	-1	0	0	0	0	0
2	408	Apts	5	-1	0	0	0	0	5
2	408	Cars	5	-1	0	0	0	0	0
5	415	Cars	5	-1	0	0	0	0	0
5	415	Apts	5	-1	0	0	0	0	5
6	410	Apts	5	-1	0	0	0	0	5
6	410	Cars	5	-1	0	0	0	0	0
7	2468	Cars	5	-1	0	0	0	0	0
7	2468	Apts	5	-1	0	0	0	0	5
8	2480	Cars	4	-1	0	0	0	0	0
8	2480	Apts	3	-1	0	0	0	0	3
9	422	Apts	5	-1	0	0	0	0	5
9	422	Cars	5	-1	0	0	0	0	0
10	437	Cars	5	-1	0	0	0	0	0
10	437	Apts	5	-1	0	0	0	0	5
12	426	Cars	10	-1	0	0	0	0	0
12	426	Apts	5	-1	0	0	0	0	5
13	2476	Cars	4	-1	0	0	0	0	0
13	2476	Apts	3	-1	0	0	0	0	3
14	412	Apts	5	-1	0	0	0	0	5

ARENA AUCTION - 200 OLD CHICAGO DR.

Record: 1 of 107 Unfiltered Search

Initial distribution quantity

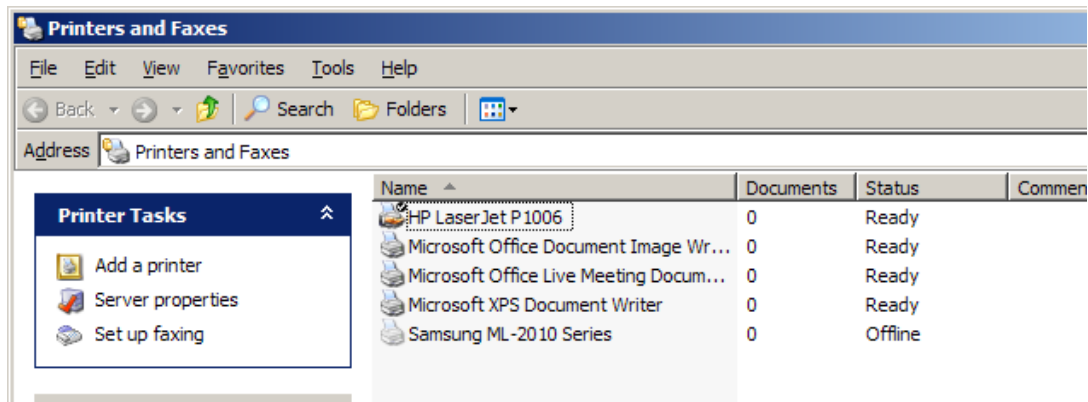
Num Lock

Start e-PDS Document1 - Microsoft ...

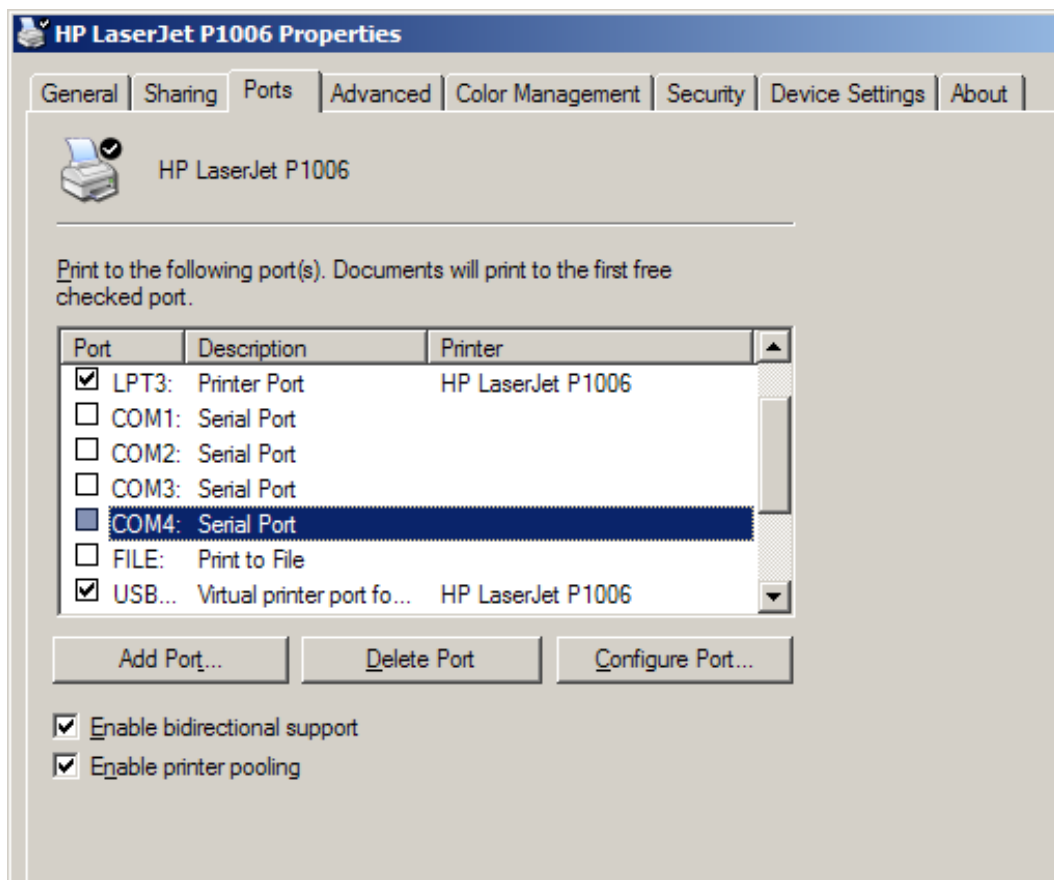
Be sure to close all pages open before exiting and log out of program when finished working.

It is very important that you log out from the start button.

Find your Printer



Put your mouse over the printer you want to use to print Route Sheets & click the Right Mouse button – then select properties - then select the 3<sup>rd</sup> tab Ports like below



Click Both check boxes like above and then click LPT3: like above.

You need to do this so that your printer driver can connect with the e-PDS Server driver